Downloaded from <https://www.velvetjobs.com/job-descriptions/installation-project-manager>

# Example of Installation Project Manager Job Description

Our company is looking for an installation project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for installation project manager

* Thorough follow up is essential including evening and weekend contact as required
* Coordinate all change orders in writing
* Approve installation bills
* Maintain required documentation in job folders and on the computer system to support the projects
* Prepare job folder for invoicing
* Partner with leadership, field personnel, and departmental leads to identify best practices, necessary process improvements, and required steps for implementation
* Work with field and NASC personnel to communicate and implement process and procedural changes for improvement and standardization
* Lead the Install Delivery team as the SME for the organization
* Create documentation of standard operating procedures and revise as processes and procedures are optimized
* Monitor and analyze Install Delivery KPI’s to validate Install Delivery processes

## Qualifications for installation project manager

* 8 years, and/or a Bachelor’s degree
* Develop project plans and successfully execute them in accordance with established schedule, cost and performance standards
* Support the development of proper documents to include cost estimates and project justifications
* Manage all activities associated with execution of each project to include scope development, site selection, RFQ’s, PO generation, contractor selection, on-site supervision during the installation and start-up of equipment
* Ensure that projects meet safety regulations and regulatory compliance
* Coordinate internal and external resources for the flawless execution of projects